



**WESTERN COVENTRY FIRE DISTRICT**

**1110 Victory Highway  
Greene, Rhode Island 02827  
Phone (401) 397-7520  
Fax (401) 397-1084**

**[www.wcfd.net](http://www.wcfd.net)**

**Board of Directors Meeting  
Thursday, 15 August, 2013, 7:00 P.M.  
Minutes  
(Posted 13 August, 2013)**

**Members Present**

*Chairman John Humble  
Richard Holt  
Jonathan Farnum  
Robert Hevey*

*WCS Mays III, Moderator  
Joan Smith, Tax Collector  
Chief Steven Quattrini  
Cheryl Wilcox, Clerk*

- 1. Call to Order and Attendance** – The Chairman called the meeting to order at 7:04 p.m.
- 2. Confirmation of required meeting posting and quorum** – The Chairman confirmed that a quorum is present and the meeting was posted in all required locations.
- 3. Acceptance of BOD meeting minutes of:**
  - a. 16 May, 2013** - #7, spell out Request for Bid. Ratify vote for advertising on September agenda.
  - b. 27 June, 2013** – fix pagination on page 2.A motion is made by Mr. Holt and seconded by Mr. Farnum to accept the minutes of May 16 and June 27, 2013 as amended.  
Discussion of request of Mr. Novak to add his letter dated April 24, 2013 of his ‘*comments pertain to the massive revision of the WCFD By-Laws and the lack of discussion of said revision at the District Annual Meeting*’. The letter will be added to the September 19<sup>th</sup> meeting minutes because its not on the agenda as a courtesy but it will not happen as a practice in future minutes. All voted aye. Motion carried.  
  
All voted aye on the original motion. Motion carried.
- 4. Chief's Report - Department's operational activity and management for the months of June and July, 2013** – Mr. Humble states that he Attorney General requires description of reports given on agendas, so that will be the case on future agendas. There were 13 fires, 30

---

*Board of Directors*

*John Humble – Chairperson, Robert Hevey, Richard Holt, Robert Guastini, Jonathan Farnum*

*District Officers*

*WCS Mays III – Moderator, Joan Smith – Tax Collector, Glenn Underwood – Treasurer, Cheryl Wilcox – Clerk  
Chief Steven Quattrini*

rescues, and 4 trainings in June. There were two mutual aid calls out. There are four new members and three applications. Mr. Mays asks if the new members live within the district. The Chief states that three of four do live in the district. Mr. Humble asks if BCI's are done on new members. Mr. Holt asks if there is enough equipment for these new members. The response is yes. The Chief would like to put together an Interview Board. Engine 8 and 18 pump tests were okay. Ladder testing starts in August.

There were 4 fires, 35 rescues, and 5 trainings in July. There were four mutual aid calls out and two in. Ten pints of blood were collected at a blood drive that was organized by the Deputy Chief on August 8<sup>th</sup>. Member Crowe has given his resignation. Engine 9 is out for repairs after an incident with a stone wall that the insurance company will cover. The Chief has changed a policy and sent out a memo that chauffeur's do not use the mike. There is discussion of recruiting. Mr. Mays asks if members were paid at the Chicken Fry. They were not. Mr. Hevey says that he and the boy scouts just returned from hiking on Mt. Washington. He is appreciative of Member Blanchard's trainings with the boy scouts. He asks if a sign could be put in front of the station or in Summit store for recruiting. Mr. Humble asks if VFIS takes care of the firefighter who had an accident on his way to work. The Chief says yes and that firefighter is still not back to work. Mr. Humble asks about a 10 minute call. The Chief says that our rescue was on another call at that time and on the 7 minute call. Mr. Hevey questions an 11 minute dispatch which was on a Monday between 1:00 and 2:00 p.m. The Chiefs vehicle should be in next week and the rescue is on schedule. A motion is made by Mr. Farnum and seconded by Mr. Hevey to accept the Chief's Report. All voted aye. Motion carried.

**5. Treasurer's Report**

- a. District's financial accounting activity for the months of June and July, 2013 -**
- b. Establish an audit review process for Dittmar McNeil & Ferolito CPA, Inc. Feb. 28, 2013 Financial Statements. –**

The Treasurers only concern is the rescue recovery collection is off by around \$19,000 as compared to last year at this time. Mr. Humble suggests it may be an unusual delay in bills being processed. Mr. Hevey says that the increase in the electric bill was probably due to air conditioning. A motion is made by Mr. Holt and seconded by Mr. Farnum to accept the June and July Treasurers Reports. Mr. Humble asks Mr. Holt to meet with Mr. Underwood and a representative from Dittmar McNeil & Ferolito to go over the financial report and report back to the BOD. Mr. Holt tells the Board to send questions to him. Mr. Humbles questions on page 7 references money approved for the sprinkler system. He suggests 'repaired' be added. He also asks what the fidelity account is for. Mr. Holt says that it goes back a long time. It's an account that was just never closed out. Mr. Hevey asks what the mortgage schedule is. He asks if we have an accelerated schedule. He says the last entry in the payment schedule shows paying a very small amount in the last 11 years. All voted aye. Motion carried.

**6. Tax Collector's Report - District's tax collection activity for the months of June and July, 2013 – Opening balance, end of June \$87,509.51; collected \$11,543.91; penalties paid \$1,018.97; uncollected \$75,965.60. Into July, taxes collected \$21,085.13; penalties paid**

---

*Board of Directors*

*John Humble – Chairperson, Robert Hevey, Richard Holt, Robert Guastini, Jonathan Farnum*

*District Officers*

*WCS Mays III – Moderator, Joan Smith – Tax Collector, Glenn Underwood – Treasurer, Cheryl Wilcox – Clerk  
Chief Steven Quattrini*

\$275.18, no refunds and no abatements. There were some problems where CCFD sent out a second bill and used the old names and old roles and they blamed the Town. The Assessor locked everyone out of the software provider data. The Town now wants to know when we collect the data and what we are taking. Joan doesn't have an issue with that but we don't have our new data yet. She is hoping that she will get the new information next week and will start working on the new bills. The bills are normally sent out during the third week of September.

A motion is made by Mr. Farnum and seconded by Mr. Hevey to accept the Tax Collectors Report. Discussion: Mr. Hevey questions a June 2011 entry that is a negative under a payment transfer that shows up in 2012 as a positive. Ms. Smith says it's probably someone that had an overpayment in one year that was transferred to the next. Mr. Holt asks how the balance compares to one year ago. Ms. Smith says that on 7/31/12 was \$97,775.74. All voted aye. Motion carried.

7. ***Clerk's Report - District Clerks activity for the months of June and July, 2013*** – Mr. Humble asks if the Clerk has the latest Bylaws and Charter and where can it be kept. Chief Quattrini will provide a file cabinet in his office for the Chairman and Clerk. Mr. Hevey suggests that all the paperwork be backed up on computer. Mr. Hevey will provide a final copy of the Bylaws. Ms. Smith asks if any member is computer savvy to help her hook up to PC Anywhere. The Chief will mention it.
8. ***SAP Committee Report - Schedule next SAP Committee meeting*** – the next meeting will be scheduled for September 26<sup>th</sup>. Mr. Mays is working on the Membership and Personnel SAP. Mr. Holt is working on Property Disposal SAP.
9. ***Charter/By-Laws Committee Report - Establish Committee membership and schedule next meeting.*** – Mr. Hevey says that Ms Carlu cannot be on the committee until September. Captain Mann is on, Mr. Holt and Mr. Bosquette, along with Mr. Hevey. A motion is made by Mr. Farnum to appoint Mr. Hevey, Ms. Carlu, Mr. Bousquette, Captain Mann, and Mr. Holt to the Charter Committee. Motion seconded by Mr. Holt. All voted aye. Motion carried. The first order of business will be attacking the letter from Mr. Novak. Mr. Hevey asks if he is Chairman. Mr. Humble says that the committee should appoint the Chairman, but Mr. Holt states that he thinks in the past the Chairman has been selected and come back with recommendations for members to be on the committee. Mr. Farnum asks if Mr. Hevey is willing to be Chairman. As a Board Member Mr. Holt moves to appoint Mr. Hevey as Chairman of the Charter/Bylaws committee. Mr. Farnum seconds the motion. Mr. Humble, aye; Mr. Holt, aye; Mr. Farnum, aye; Mr. Guastini, aye; Mr. Hevey abstains. Motion carried.
10. ***August 2, 2013 AG Summit review*** – Mr. Humble and Mr. Mays attended the Summit. Mr. Mays notes that most of the findings were Novak vs. WCFD. He also says that it was mostly historic and not current. He feels it should have been noted that WCFD was not found in violation. Mr. Hevey was referenced in Hevey vs. Coventry Town Council and he says that one member of the Town Council wasn't aware that the Town Council was found in violation.

---

*Board of Directors*

*John Humble – Chairperson, Robert Hevey, Richard Holt, Robert Guastini, Jonathan Farnum*

*District Officers*

*WCS Mays III – Moderator, Joan Smith – Tax Collector, Glenn Underwood – Treasurer, Cheryl Wilcox – Clerk  
Chief Steven Quattrini*

- 11. Victim's (WCFD) Report status, Greene Station burglary** – The department got a request for victims impact regarding the Greene burglary. Mr. Humble would like the Chief to attend. Mr. Humble sent an email to Attorney Harsch to see if he felt the need to be there and/or the need to review the statement prior to it being submitted. Mr. Humble has not heard back from him. In the statement was that the vehicle was damaged for \$800 +/-, it was taken out of service for a period of time, if it had been needed would have been a serious situation. If someone had to go there and there were three men in there would not have been a pleasant experience. One things mentioned in the report is what the victim feels is an appropriate punishment. For juveniles, restitution for cost of damage and community service. Mr. Humble is surprised that a parent hasn't come to apologize. The Chief will be at the hearing. He wants restitution. One juvenile received 40 hours community service. Damage to unit 5 was added to the list. The Chief hopes that seeing him in uniform will make the Judge give more than 40 hours. Mr. Hevey suggests cleaning the vehicles after use and participating in hose testing as community service. The Chief said that according to a detective, one of the mothers attributes this to being a teenage boy. He doesn't expect an apology from a parent. The Chief has an accurate list of eleven items that are missing.
- 12. Summit Station street sign lighting and Greene Station exterior lighting** status - The Chief feels it would be a lot easier to shop for things like lighting if the Department had a credit card. The jobs for lighting are specked out they just have to get the equipment. Mr. Humble and Mr. Mays tell him that the Treasurer decided against a card in the past because the application required social security numbers of the person purchasing the card. At that time he promised timely reimbursement. New lighting fixtures have been added at the Greene Station (\$250). Mr. Humble suggests the lighting point down and not be too bright.
- 13. CCFD receivership status and any possible WCFD response/action items** – the budget meeting is scheduled for September 23<sup>rd</sup>. The tower truck is supposed to be returned. If the budget doesn't pass, the Guthrie bill will be enacted and the last budget will be authorized.
- 14. FLSA study status** – Another round of FLSA has been done with a \$251 difference on the plus side. Another look will be taken on it and then apply the new math to May, June, and July. This is an item that is not in the budget if it goes over.
- 15. New Business** – Eleven properties have been inspected for fire prevention. There is discussion of charging for fire calls through Dawson Group. Mr. Mays asks if other Departments charge for the same. The Chief says Dawson Group will have a list. He would also like the BOD to review the report from Dawson. Mr. Hevey suggests an audit of the process.

The Chief asks the Board to draft a letter to get a grant for E-Dispatch Program to eliminate pagers and operate through Smartphone's. \$129 per month with a \$199 setup fee, 50 people can be on the systems. Pagers have bad coverage. Mr. Humble and the Chief will draft a

letter. Mr. Hevey asks what happens during power outages. Mr. Holt suggests we hang onto the pagers just in case.

**16. Open Forum** – n/a

**17. Schedule next BOD meeting** – the next meeting will be held on September 19<sup>th</sup>.

**18. Adjournment** – a motion is made by Mr. Farnum and seconded by Mr. Holt to adjourn the meeting at 9:16 p.m. All voted aye. Motion carried.

---

*Board of Directors*

*John Humble – Chairperson, Robert Hevey, Richard Holt, Robert Guastini, Jonathan Farnum*

*District Officers*

*WCS Mays III – Moderator, Joan Smith – Tax Collector, Glenn Underwood – Treasurer, Cheryl Wilcox – Clerk  
Chief Steven Quattrini*